



**Superior Court of California
County of Tuolumne
41 West Yaney Avenue
Sonora, CA 95370**

**- JOB ANNOUNCEMENT -
Legal Research Attorney
(Exempt, Full-time Position)**

**Date Posted: April 4, 2014
Final filing date: May 2, 2014 by 5:00 pm
(Postmarks not accepted)
Annual Salary: \$89,041.06**

**For complete position information, application process,
and employment application, please visit:**

<http://www.tuolumne.courts.ca.gov/general-info/employment-opportunities-application-edit.shtml>

Tuolumne County

The County of Tuolumne (population 57,000) is located in the heart of the California "Mother Lode" gold country region and was incorporated in 1850 as one of the original 27 counties in the State of California. Stretching from the foothills to the crest of the Sierra Nevada Mountains, Tuolumne County is a recreational paradise and a wonderful place to live. The area contains historic gold mining towns, the pristine Emigrant Wilderness, world-renowned Yosemite National Park, and numerous lakes and rivers. Its proximity to San Francisco and Sacramento makes the County easily accessible year around.

The Position

The incumbent is responsible for performing legal research and analysis on matters pending before the court, reviewing pleadings and other legal documents in connection with motion hearings, trials and other legal proceedings for Family Law cases, Unlimited Civil cases and Probate cases. Provides research and analysis on any issue for any judicial officer at their request, prepares draft and final orders on specific motions at the request of a judicial officer, written memoranda and orders on petitions for habeas corpus. Performs other duties as assigned. This position is employed by the Superior Court, is unrepresented, and is at-will.

Representative Duties

(For illustrative purposes only – does not include all of the duties that may be performed)

- Reviews and summarizes evidence, procedural history and legal contentions on matters before the court.
- Identifies and analyzes factual and legal issues relevant to the disposition of matters; researches legal authorities.
- Briefs judges on research and analysis pertaining to matters before the court, identifies and discusses unresolved issues necessary for the disposition of matters, and formulates dispositions.
- Responds to judges' inquiries on procedural and substantive issues during trials and hearings; attends and assists at trials and hearings; conducts reviews of documents at the request of judges.
- Prepares pleadings, written legal reports, opinions, briefs, appeals and other legal documents in connection with trials, hearings and other legal proceedings.
- May serve as legal adviser to the court judicial officers, staff or judicial committees on specific matters before the court.
- May assist with the drafting of legislative measures and other legal work required by the court.
- May serve as judge pro tem.
- Reviews accountings filed by fiduciaries in probate matters to ensure that the estate is being properly managed, investments are in compliance with the law, and the accountings are accurate; notifies the court of discrepancies and makes surcharge recommendations as necessary

Supervision Received and Exercised

The Court Executive Officer provides direction and supervision. No employees report directly to this position.

Minimum Qualifications

Education/Experience:

Active membership in good standing in the State Bar of California;

And

Three years of post-bar legal experience in a legal setting such as a private law practice, corporation, government agency, or court.

Licenses:

- Active member of the California State Bar in good standing.
- Possession of a valid California driver's license.

Knowledge of:

- Substantive and procedural legal principles and applications.
- Scope and character of CA and federal statutory and case law and provisions of the U.S. and CA Constitutions; CA Rules of Court; the legislative process; statutes and constitutional provisions governing the organization, duties, powers, procedures, management, and conduct of the work of trial courts.

- Principles of administrative and constitutional law.
- Legal research methods.
- Rules of evidence and procedure in California trial courts.
- Rules, statutes, policies and procedures applicable to court operations.
- Office practices and procedures, including filing and record-keeping systems.

Ability to:

- Perform complex legal research, including computerized legal research; apply legal principles and precedents to particular sets of facts.
- Analyze legal issues.
- Interpret, explain and apply relevant laws, regulations, policies and procedures.
- Present and instruct statements of facts, law, policy, and argument clearly, concisely, and logically in both written and oral form.
- Draft legal opinions, briefs, memoranda, and other legal documents and correspondence.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective and diplomatic working relationships with those contacted in the course of work.
- Exercise initiative and sound judgment within established guidelines.
- Organize and prioritize own work to meet deadlines.
- Maintain confidentiality of sensitive information in the course of work.
- Meet the education and training requirements for this position by remaining current on relevant legal trends and attending appropriate continuing education programs.
- Assist in developing court policy and procedures.
- Maintain a valid California driver's license.

Other Requirements:

- Cannot engage in the active practice of law either for compensation or on a pro bono basis while employed in this position by the Superior Court.
- Pass pre-employment fingerprint and professional background checks.

Physical Requirements

The physical demands described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. In compliance with state and federal law, the court will engage in the interactive process to provide a reasonable accommodation for any qualified incumbent or applicant with a disability.

Work is performed in a typical office setting with adequate lighting and moderate temperature while using standard office equipment such as a computer and phone. While performing the duties of this job, the incumbent is constantly required to sit, stand, walk, use hands and fingers to handle or feel objects and controls, and engage in repetitive hand movement while performing computer data entry and writing.

The incumbent is frequently required to talk, hear, reach, bend, and sit, must be able to lift and/or move up to 25 pounds, and walk up and down stairs in a building that has no elevator. Specific vision abilities required by this job include near vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Specific hearing and speaking abilities required by this job include sufficient ability to talk in person and over the phone.

The incumbent must be able to occasionally drive to and from meeting and/or training locations.

Benefits

- CalPERS Retirement plan (Court pays monthly employer's share; employee pays employee's EPMC on a monthly pre-tax basis);
- Up to 13 paid holidays per calendar year ;
- Potential to accrue 240 Personal Time Off hours annually for vacation or sick leave usage;
- 40 hours of paid Professional Leave per fiscal year;
- Monthly court contribution toward monthly health insurance premium costs: Amount varies according to employee's plan elections, dependent coverage, and whether employee chooses to partially or totally waive one or more of the court's health plan(s);
- Court-paid \$100,000 Group Term Basic Life Insurance plan;
- Court-paid Basic Short-term and Long-term Disability plans;
- Professional Membership reimbursement;
- Computer loan program with 3-year interest-free loan for purchases up to \$3,000

Application and Selection Procedure

Interested applicants must submit a completed and signed Superior Court of California, County of Tuolumne employment application, cover letter, resume, **and a completed response to the Supplemental Questions listed below** in order to be considered for this position. Incomplete application packets and late submissions will not be accepted for consideration.

Please forward required application materials via online, fax, or mail to:

Superior Court of California, County of Tuolumne - Attn: HR Dept.

41 West Yaney Avenue - Sonora, CA 95370

pam@tuolumne.courts.ca.gov Fax: (209) 533-6607

- Application packets evaluated as best qualified according to the position criteria will be invited to participate in a panel interview to measure the candidates' Legal Research Attorney knowledge and skills.
- If you have any questions concerning the above or wish to request reasonable accommodation for this application process, please send your message to the above email address, or call (209) 484-5950 between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.



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All applicants must attach to their application package a written response in narrative form to the following Supplemental Questions:

**Legal Research Attorney
– SUPPLEMENTAL QUESTIONS –**

APPLICANT NAME: _____

- 1. Describe your experience and comfort level in use of electronic legal research tools.**
- 2. Describe the two strengths that you possess that you believe best qualify you for the position. Why?**
- 3. What areas of law are you most familiar with; conversely, what areas of law are you most unfamiliar with?**
- 4. On a standard 8.5X11 sheet of paper, please set out your preferred format for summarizing a pending family or civil motion for submission to the judge who will hear and decide the motion, illustrating the nature of information you believe most salient to the judge's decision-making process.**